

# READVERTISEMENT

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

September 13, 2006

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<b>TITLE:</b>	Programmer Analyst/Computer Systems Analyst
<b>POSITION NO:</b>	32709 & 34127 (Two Positions)
<b>LOCATION:</b>	Technology Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	13-16
<b>STARTING SALARY:</b>	\$26,875 - \$48,000 annually. Depending upon qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. This position will be open until filled. The review date will be **September 27, 2006**. For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**SPECIAL INFORMATION:** If there are not a sufficient number of qualified applicants, a training assignment may be offered. In order to be eligible for the training assignment, applicants must possess all but two years of the required education and experience. If a training assignment is offered, the starting pay may be set at the entry grade 12 (salary \$24,611) up to the entry salary of the grade 13 (26,874) for the duration of the training assignment. Upon successful completion of the training assignment, the salary will be adjusted depending on qualifications and internal equity.

**TYPICAL DUTIES:** This position may be filled at four different levels ranging from an entry-level programmer (grade 13) to a senior level programmer/analyst (grade 16). Actual level and salary will be based on the applicant's qualifications and internal equity. This position is responsible for:

1. Project Management - Serves as project leader on information system projects; plans, directs and coordinates information systems work; schedules,

assigns and evaluates Programmer Analyst work; and organizes and directs project work teams for system support.

2. Analysis and Design - Performs feasibility studies and cost benefit analysis; performs requirements analysis for system definition; develops system specifications; provides technical assistance to staff, users and management; and develops conceptual and detail system design.
3. Software Development Testing and Implementation - Develops program specifications and modifications; develops computer software using tools; participates in unit, integration and system testing; implements systems in productions environment; and prepares system and user documentation/training.
4. Other Duties - Provides recovery of productions systems; attends training sessions for self improvement; performs administrative duties as assigned; responsible for management of End User Services Section within the Operations and Technology Division Information Systems Bureau; develops and supports computer applications for the agency; provides oversight and guidance of development efforts; and makes work assignments based on priority and skill-set.

**KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledges: Knowledge of the theories, principles and practices of information systems development, enhancement and maintenance; computer hardware and software; systems analysis, design, testing and documentation techniques and practices; methods, procedures and techniques of conducting feasibility studies for new computer applications.

Skills: Skills useful to the development and support of Department maintained software and platforms.

Abilities: Ability to develop and implement appropriate system solutions to accommodate user needs; solve information system problems; provide training and technical assistance to support personnel and users; follow written and verbal instructions; communicate effectively both verbally and in writing; maintain effective working relationships with other employees and agencies; and communicate complex technical concepts to lay users.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in Computer Science or a closely related field **AND** a minimum of one year (Grade 13), two years (Grade 14), three years (grade 15) or four years (Grade 16) of recent (within the last 5 years) applications systems analysis and computer software development experience. One year of recent applications systems analysis and software development experience may substitute for one year of education. Experience in Oracle Designer, Developer, Web Applications, Forms, Reports and PL/SQL preferred. Other equivalent combinations of education/experience will be evaluated on an individual basis.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Programmer Analyst/Computer Systems Analyst  
Position: #32709 & 34127 (Two Positions)  
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your experience developing database applications software. Include where you worked, when you did the work and for how long, the development environment including hardware and software used, and your specific contribution to the development effort.